

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: Fire Rescue Deputy Chief-Operations

Date: October 15, 2006

Position Grade: 13

FLSA Status: EXEMPT

Job Code: 13-15

GENERAL DESCRIPTION

Under direction, assists the County Fire Chief/Emergency Services Division Director in the overall administration and operation of the Fire Rescue Department; supervises and directs the battalion chiefs assigned to field operations; provides administrative oversight for all aspects of the delivery of fire suppression, rescue and emergency medical services by Monroe County Fire Rescue Services (MCFR); and performs related work as required.

(The information of this description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of an employee assigned to this job.)

KEY RESPONSIBILITIES

1. *Plans, controls, staffs, organizes, represents, and directs all fire suppression, rescue and emergency medical services delivery in that portion of Monroe County that is serviced by MCFR.
2. *Supervises the activities of all battalion chiefs assigned to field operations in the management of career field personnel. Recommends adjustment of grievances and evaluates employee performance. Investigates complaints made against the department.
3. *Responds to major emergency incidents and may assume command of incidents within the service area of MCFR. May assume command of or provide other incident support at major emergency incidents in other jurisdictions, municipalities or districts within Monroe County at the invitation of that entity.
4. * Maintains liaison and routinely consults with adjacent fire rescue officials on matters concerning operational policies, procedures, protocols, planning, implementation, direction and control. Prepares, reviews, edits, and recommends plans, studies and reports concerning delivery of emergency services. Prepares, reviews, edits, implements, monitors and enforces standard operating procedures, general orders and other policies.
5. * Assists in reviewing applications, performing written and skill testing, interviewing and assisting in the final recommendation of all Firefighter candidates for employment.
6. Speaks to civic clubs, homeowners, property owners, radio, TV and newspapers as required. Official spokesperson for all Department issues. May serve as a personal representative of the County Fire Chief.
7. *Prepares, reviews, edits, recommends and monitors the Department's budget.
8. *During activations of the County Emergency Operations Center, serves in the Operations Section and oversees management and coordination of Emergency Support Functions for Fire Fighting (ESF-4), Search and Rescue (ESF-9), and Hazardous Materials (ESF-10) during a declared State of Emergency.
9. *In conjunction with the Deputy Chief of Volunteer Resources, coordinates with volunteer and career officers to assure the efficient and safe staffing of all MCFR resources, while fostering a cooperative, "one team" environment.

10. Participates in educational and public information programs of the Fire Rescue Department.
 11. Represents the County Fire Chief at various county and regional meetings. Upon appointment, serves as the acting Emergency Services Division Director in the Fire Chief's absence.
 12. *Performs other similar and related duties as required.
- *Indicates an "essential" job function

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KEY JOB REQUIREMENTS

Education:	<i>Bachelor's Degree or four year College equivalent required. Must have the following: State of Florida Firefighter Minimum Standards and Fire Officer II Certification pursuant to Florida Statutes, Chapter 633, or comply with same within one year of date of hire. Florida certified Emergency Medical Technician. Current CPR certification required.</i>
Experience:	<i>A minimum of nine years' prior related work experience required as a firefighter, two of which have been at the company officer level and at least two of which have been at the battalion or district chief level. Trained, experienced and otherwise qualified to drive emergency response apparatus, maintain the appropriate class of driver's license and completion of an approved EVOC course in accordance with Florida Statutes.</i>
Impact of Actions:	<i>The leadership provided by this position has broad impact on the activities of the department and division, and may affect multiple divisions of Monroe County government and the community.</i>
Complexity:	<i>Complex: Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking is required. Problem solving involves identification and analysis of diverse issues. Policy, procedures or precedent are typically created by this position.</i>
Decision Making:	<i>Position establishes and reviews broad objectives relative to division or departmental responsibilities. Independent judgment is required to modify previously established, guidelines; or to create new policy where none had previously existed. Ability to assess complex situations and matters, and direct subordinate personnel on appropriate courses of action.</i>
Communication With Others:	<i>Requires continuing authoritative communication skills with both internal and external persons of importance and influence with considerable discretion to develop and implement programs for the betterment of emergency services in Monroe County. Ability to effectively and tactfully communicate objectives and goals to varying audiences is critical for the success of the departmental mission. Manages relationships at a high level through the efficient use of tact, discretion and persuasion.</i>
Managerial Skills:	<i>Responsible for supervising multiple functions, with full responsibility for effective operation and results.</i>

Working Conditions/Physical Effort: Typically an office situation. Work environment involves occasional exposure to disagreeable elements or job hazards where there is a possibility of injury thereby requiring use of protective clothing/devices.

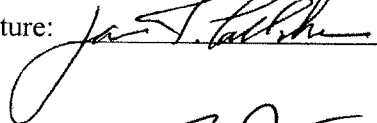
Other: Must be a non-user of tobacco products for at least one (1) year immediately preceding application, and sign a sworn statement attesting to this fact as required by Florida Statutes. Years of experience may substitute for education requirement.

APPROVALS

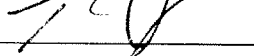
Department Head:

Name: James K. Callahan Signature:  Date: 10-23-06

Division Director:

Name: James K. Callahan Signature:  Date: 10-23-06

County Administrator:

Name: Thomas J. Willi Signature:  Date: 10/30/06

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____